

FORM NO. 2424-B
(3/65)

SYSTEM ITEMS FOR CONSIDERATION

Date: 6 November 1968
Project 6

SUBJECT

LEGAL REQUIREMENTS in Records Management

AREAS INVOLVED

Agency-Wide

DETAILS

1. The Agency is trying to improve and tighten its overall records management program. The first step in this effort is a rigorous purge of unnecessary documents. Essential to decisions by Agency components on destruction of Agency records, as well as ^{ON} other aspects of records management, is clarification of relevant legal requirements.

2. Legal requirements for records management have two parts (one general, the other specific) of primary concern:

- a. Requirement by law that each Agency of the Federal Government have and operate an overall Records Management program;
- b. Requirement by law that certain types of documents be kept for specified periods of time, including permanent retention of "historical" documents.

3. Our most particular and immediate need is for clarification on the types of documents for which specified retention periods are prescribed by law (item 2b above).

4. It is requested that of OGC, recently designated Legal Advisor to the CIA Records Management Board, research the legal statutes relating to records management and binding upon CIA and that he be prepared to guide the Records Management Board in interpreting these legal requirements within the context of the Agency's evolving records management program.

STATINTL

ADVANTAGES/COMMENTS

The above action will equip the Records Management Board and Agency components to proceed with the records purge and other aspects of records management with assurance that legal requirements are being fulfilled.

RESULTANT ACTION

OGC Has Reviewed